

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS
ADR MEMORANDUM TO CLERK OF COURT
P.O. Box 61010
Houston, Texas 77208-1010
Fax No. (713) 250-5141

Plaintiff(s), DIVISION _____
V. CIVIL ACTION NO. _____

Defendant(s).

ADR METHOD: Mediation _____ Arbitration _____
Mini-trial _____ Summary Jury Trial _____

TYPE OF CASE: _____

1. Please check one of the following:
The case referred to ADR settled _____ or did not settle _____.
2. My total fee and expenses were: \$_____.
**(If you had no fees and expenses, please indicate if the case settled before ADR,
OR if the ADR proceeding was conducted on a no-fee basis pursuant to order of
the Court or agreement of the parties.)**

3. Please list names, addresses and telephone numbers of all parties and all counsel of record:

Date: _____

ADR Provider No. _____
Name: _____
Signature: _____